HUMAN RESOURCES

MEMORANDUM

RE: INTERNAL WORKFLOW FOR TUITION REMISSION PROCESS

TO: All Employees

FROM: Human Resources

DATE: April 8, 2016

This memo is constructed to help you better understand the internal work flow process for tuition remission to ensure efficient customer service and a streamlined process for enrollment. Please read this carefully and direct any questions to Human Resources or the University Bursar. University Bursar handles “traffic” for all employee tuition remission paperwork. This includes student employees and employees who are enrolling dependents under the tuition remission benefit.

1. Employees and dependents should register for all of their classes at the beginning of the Semester (Fall, Spring, Summer).

2. Once the initial registration is complete, a Tuition Remission forms should be completed, signed by the employees immediate supervisor and submitted to the Human Resources Coordinator for verification.

3. Human Resources will verify eligibility and tuition remission percentage. The original tuition remission form will be maintained in the personnel file and a copy will be forwarded to the Bursar.

4. Tuition remission will be posted at the end of each Semester (after add/drop week) and then adjusted if a class is dropped/added. The Bursar will review and make any appropriate corrections to the remission calculation based on drops or withdrawals. No refund of institutional funds are ever allowed.

IMPORTANT NOTES:

It is the responsibility of the employee to ensure that proper paperwork is submitted in a timely fashion. For example, if an employee originally submits a remission form for 12 hours for Fall but ends up later registering for an additional 3 hours (total of 15 hours in fall), the Bursar is not going to make the assumption that the employee wants that additional class covered by remission. If a new remission form has not been submitted for that class, then the employee will get a billing statement showing a balance due.

Employees should review their statement to make sure they are registered and charged correctly.

If an employee withdraws from a class for which he/she originally received remission, the remission will be adjusted to the actual cost of the class. For example, if a 3-credit-hour class costs $1,190.00 and the employee withdraws from the class causing a 50% refund, the remission will be adjusted to only cover the cost of the class - $595.00. No refund will be issued to the employee and the 3 credits counted for remission purposes.

The University Bursar is available to assist any employee who registers for the very first time and guide him/her through the process of how to fill out the form, what the billing statement will look like, what to look for on the statement, etc.